

MUNICIPAL CLERK'S OFFICE

Richarda D. Momsen,
Municipal Clerk

Municipal Clerk's Office is comprised of the City Clerk division, Records & Archive division and Municipal Court Administration division.

City Clerk has six primary functions: Repository of City Council actions, Recording of City Council meetings, Management of City Elections Processes, Archives and Records Management, Board appointments and Municipal Court of Appeals.

The El Paso Municipal Court is a court of record with jurisdiction over Class C misdemeanors and civil parking citations issued within the city limits. The El Paso Municipal Court of Appeals hears appeals filed from the El Paso Municipal Courts. Municipal Court has five locations throughout the community to serve the public, expanded operating hours, Monday through Friday, a 24/7/365 day warrant operation, 5 Courts, 2 Arraignment courts and 1 Appellate court.

DIVISIONS / CORE SERVICES:

- Repository of all City Council actions; maintains records of board appointments
- Conduct elections with the assistance of the County Elections Administrator
- Conduct the City Council and Mass Transit Board meetings and agendas
- Serve as Records Manager for the City records and archives
- Provide case management, revenue collection, and records retention services for the Court
- Track compliance with community service, alcohol and tobacco awareness classes and Teen Court
- Judiciary -The judiciary adjudicates cases, conducts arraignments and performs extensive and varied magisterial duties



ACHIEVEMENTS FY05

Technological applications have been implemented to improve customer service and access to information.

- Launched the City's first Spanish website for the Municipal Court
- Installed FTR trial court recording system that allows on-demand requests for a record of court proceedings
- Installed document imaging system at Municipal Court, which allows incoming and outgoing court documents to be scanned into a database for easier retrieval by staff and a reduction of customer complaints about misfiled documents
- Added citation search function to the Court's website. Defendants and vehicle owners can now access their case status information on-line. Since installation, this has consistently been one of the most heavily visited City web pages
- Implemented on-line function for citizens to sign up to speak on City Council Agenda items and Call to the Public topics
- Conducted general City election and run-off in conjunction with County Election Administrator. Conducted Non-Uniform City Employees Pension Election
- Installed audix telephone system with voice mail at the Court to allow callers to access standardized information in English and in Spanish
- Posted Legislative Review Committee Meetings on the City's webpage for greater public dissemination

